

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: RECRUITING ASSISTANT
(Secretary II)

CITY: SAN FRANCISCO, CA

JOB REQUISITION: 2587

OVERVIEW

The Recruiting Assistant (Secretary II) will support a team of three recruiters with all aspects of full lifecycle recruiting. Primary duties include scheduling high volume interviews in a fast paced environment, updating/tracking candidate activity in recruiting database (PeopleSoft 8.3), assisting applicants with general inquiries regarding recruitment status, posting and distributing vacancies through various media sources (job sites, newspapers, professional associations, mailings etc.), and other special projects as assigned.

DEPARTMENT STATEMENT

The Recruitment & Selection Unit facilitates the hiring process by developing cost-effective recruitment strategies, advertising sources, selection criteria, and effective interview questions; coordinating interviews; negotiating job offers; marketing the AOC as an employer of choice; coordinating employment background investigations; and providing consultation, training, and recommendations to the trial courts regarding the recruitment and selection process.

Program goals include:

- Developing comprehensive recruitment campaigns that attract the best-qualified candidates and retain employees who add value and assist in meeting the goals of the AOC;
- Enhancing the promotion of the AOC as an employer of choice through increased visibility of a consistent brand identity and increased community outreach;
- Enhancing the recruitment process by implementing cost-effective recruitment strategies utilizing best practices; and
- Leveraging technology to streamline the AOC's recruitment lifecycle.

RESPONSIBILITIES

- Post job descriptions on the AOC Web site and Internet and distribute via email and mass mailings;
- Organize, update, and maintain recruitment files and related records;
- Coordinate and schedule interviews;
- Prepare and distribute interview materials to panel members;
- Identify posting requirements related to advertising sources and summarize information for recruiters;
- Generate letters and basic reports related to recruitment activity using GQL and PeopleSoft;
- Collaborate with other support staff on recruitment activities;
- Maintain the accuracy of the advertising sources database;
- Maintain website memberships and contracts (i.e. HotJobs, DICE);
- Respond to general recruitment telephone inquiries;
- Assist in the preparation of job fairs materials;
- Enter recruitment data in PeopleSoft; and

- Perform other administrative duties as assigned.

QUALIFICATIONS

Equivalent to graduation from high school and two years of secretarial experience.

In addition to the minimum qualifications listed above, desirable qualifications include:

- Prior demonstrated experience using PeopleSoft or comparable HRIS;
- Advanced proficiency with MS Office and calendaring systems;
- Previous experience performing the support functions for a team of recruiters;
- Experience conducting web research and providing a summary of results; and
- Knowledge of general human resources principles and practices in support of recruitment activities.

The ideal candidate will understand the importance of time sensitive work by multi-tasking, prioritizing, and meeting critical project deadlines while providing clear communication to supervisors, and will also demonstrate initiative, possess the ability to organize information, and excellent interpersonal, customer service, and communication skills with the ability to write and proofread documents.

HOW TO APPLY

To ensure earliest consideration of your application, please apply by **August 25, 2006**, however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Admin. Support (Meet/Conf Svc)", and search for **Job Req. #2587, Recruiting Assistant (Secretary II)**. This position requires the submission of our official application and response to the supplemental questions attached below.

OR

To request a printed application, please visit:

Administrative Office of the Courts

Human Resources Division

455 Golden Gate Avenue, 7th Floor

San Francisco, California 94102

(415) 865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE: \$3,425 - \$4,164 per month

(Starting salary will vary between \$3,425 and \$3,768 per month)

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**SUPPLEMENTAL QUESTIONNAIRE
FOR
RECRUITING ASSISTANT (Secretary II)
(Req. #2587)**

1. Please describe your experience, if any, supporting a recruiter or a recruitment unit. Include your role and responsibilities, the size of the organization, volume of recruitment activity, and the types of positions.
2. Please describe your experience, if any, using PeopleSoft or a comparable HRIS.
3. Please describe what you consider to be the recruitment lifecycle.